



OFFICE OF COURT ADMINISTRATION

JOB VACANCY NOTICE

Posting Date: 09/02/2022

Closing Date: Until Filled

Job Listing Identification Number: 15540946

State Class. No. and Salary Group: 1922/B22

State Job Title: Grant Specialist IV

FLSA Status: Exempt Non-Exempt

Agency Job Title: Grants Specialist

Location: Austin, Texas

Monthly Salary Range: \$5,000- \$6,000

Type of Job: Full Time Part Time

Remarks: Salary commensurate with experience.

Travel Required: No

About the Texas Indigent Defense Commission (TIDC)

TIDC funds, oversees, and improves Texas public defense. Here is some of the work we do:

- Planning and funding new public defender and managed assigned counsel offices.
- Funding public defense in all 254 Texas counties.
- Funding 6 innocence projects.
- Monitoring compliance with state laws and TIDC rules.
- Collecting and sharing public defense data.
- Drafting and testifying on public defense legislation.
- Hosting trainings, conferences, and webinars.
- Drafting and disseminating public defense publications.
- Working with lawyers, judges, counties, state agencies, and national organizations to shape the future of Texas public defense.

Last year, TIDC awarded over \$35 million in public defense funding, added public defender offices in 10 counties, monitored public defense in 32 counties, trained over 3,000 people, launched a new data portal, and released a major publication on public defender offices. Learn more at tidc.texas.gov.

Job Description:

As a TIDC Grant Specialist, you will be part of a team administering funding for public defense improvement projects in Texas. The Grants Specialist coordinates grant application and review processes, prepares award documents, develops, and monitors grantee reporting, ensures that grant documentation is organized, complete, and complies with all appropriate rules, statutes, and guidelines. Grant Specialists also assist grantees with budget adjustments, grant modification requests, reporting questions, and other grant administration duties.

The Grants Specialist performs advanced (senior-level) grant development, coordination, and administration work. Work involves preparing, maintaining, and reporting of grants; coordinating grant applications; reviewing incoming applications to determine compliance with requirements and standards; monitoring grant awards; and serving as a liaison between funding sources and the state or federal government. May supervise the work of others. Works under minimal supervision, with considerable latitude for the use of initiative and independent judgment.

Essential Job Functions:

- Assists prospective grant applicants with inquiries regarding program requirements, eligibility, and the application process.
- Reviews submitted grant applications and determines the applicant's eligibility for award based on established criteria.
- Ensures a grantee's compliance with conditions of grants by overseeing agreements, expenses, activities, and federal and state regulations.
- Reviews grant progress reports and performance metrics.
- Reviews grant expenditure reports and supporting documentation.
- Ensures compliance with all grant conditions detailed in grant awards statements.
- Organizes and maintains grant documentation files.
- Assists grantees with questions regarding use of funds, required documentation, eligibility of expenditures.
- Assists grantees with preparation of budget revisions or other modifications for awarded grants.
- Provides guidance and assistance to staff and the community regarding grant administration, policies, and procedures; and resolving related issues and concerns.
- Monitors the implementation, management, evaluation, and close-out of grants according to rules and regulations.
- Establishes, develops, and implements procedures for program development and assists in the determination of grant worthiness.
- May supervise the work of others.
- Performs related work as assigned and complies with all OCA and TIDC policies.

Minimum Qualifications:

- Graduation from an accredited four-year college or university.
- At least three years of experience in the administration, development, and coordination of grants or related work.
- Knowledge of business administration principles and practices, including financial management and accounting.
- Ability to interpret guidelines, policies, procedures, and regulations.
- Highly organized and detail oriented.
- Superior written and oral communications skills.
- Skill in use of Microsoft Office applications.
- Strong desire to improve Texas public defense.

Preferred Qualifications:

- Experience with state government grant programs.
- Experience related to public defense or public policy.
- Experience developing and analyzing program performance metrics or conducting program evaluations.
- Knowledge of the Texas Grant Management Standards (TxGMS) promulgated by the Texas Comptroller.

Note:

The following Military Occupation Specialty (MOS) codes are generally applicable to this position. Applicants must fully complete the summary of military experience applicable to the position to determine if minimum qualifications are met. There is no military equivalent for this position. However, additional Military Crosswalk information can be accessed at http://www.hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_ProgramManagement.pdf

To Apply:

All applications for employment with the Office of Court Administration must be submitted electronically through www.WorkinTexas.com. Interested candidates may also email a completed state of Texas application to OCAcareers@txcourts.gov. Applications must be complete, including start and end dates of work experiences. Following a screening of applications, interviews of qualified applicants who have submitted a **completed state application** will be scheduled. Only applicants interviewed will be notified of their selection or non-selection.

An applicant's response to the question regarding Former Foster Youth on the state application is optional if you are applying for employment with the Office of Court Administration.

The Office of Court Administration is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, national origin, age or disability in employment or in the provision of services. In compliance with the Americans with Disabilities Act, any request for reasonable accommodations needed during the application process should be communicated to Human Resources. 1-800-RELAY TX (for hearing impaired).

The Office of Court Administration participates in E-Verify and will provide the Social Security Administration, and, if necessary, the Department of Homeland Security, with information from each new employee's Form I-9 to confirm work authorization.

Section 651.005 of the Government Code requires males, ages 18 through 25, to provide proof of their Selective Service registration or of their exemption from the requirement as a condition of state employment.